

Score sheet

<p>Company/site</p> <p>Name/purpose of activity</p> <hr/> <p>Location of activity</p> <hr/> <p>Team/individuals involved</p> <hr/> <p>What items are handled?</p> <hr/> <p>When does the task take place (shift/time of day)?</p> <hr/>

<p>Are there indications that the task is high risk for MSDs?</p> <p>Task has a history of manual handling incidents (eg company accident book, RIDDOR reports) or lost time.</p> <p>Task is known to be strenuous, can be done by only a few people or employees complain about MSD risk.</p> <p>Employees doing the work appear to be struggling or finding it hard work (eg red-faced, sweating) or ask for help.</p> <p>Other indications. If so, what?</p> <hr/>
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<p>List any significant psychosocial factors (eg high workloads, tight deadlines, lack of control over the work and working methods)</p> <hr/>

<p>Do I need to do a full risk assessment?</p> <p>Please tick any relevant boxes (see L23 Appendix for more details)</p> <p>The activities involve lifting or lowering at more than 12 lifts per minute/one lift every five seconds or carrying more than once every 12 seconds.</p> <p>The types of handling are not covered by the MAC or are outside the risk filter limits for:</p> <ul style="list-style-type: none"> • handling when seated (5 kg for men and 3 kg for women); • carrying on the shoulder without lifting the load first. <p>You have individual employees who may be at significant risk, eg pregnant women, young workers, people new to the workforce or job, those with a significant health problem or a recent manual handling injury.</p> <p>Factors from Schedule 1 of the Manual Handling Operations Regulations not included in the MAC are important:</p> <ul style="list-style-type: none"> • Large vertical movement • Risk of sudden movement of loads • A rate of work imposed by a process • Load unstable or with contents likely to shift • Load sharp, hot or otherwise potentially damaging • Task requires unusual strength, height etc • Task requires special information or training for its safe performance • Movement or posture is hindered by personal protective equipment (PPE) or clothing
<p>If you have not ticked any of the boxes, start your MAC assessment.</p> <p>If you have ticked any of the boxes, you are likely to need to do a full risk assessment using the online checklists at www.hse.gov.uk/pubns/ck5.pdf</p> <p>If you use the MAC and then decide to carry out a full risk assessment, you can use the information you have already got as the basis for that.</p>
<p>Date: _____</p> <p>Signature: _____</p>

Risk factors	Colour band (G, A, R or P)			Numerical score (for comparison)			Possible control measures to reduce the risk of red/amber factors – see http://www.hse.gov.uk/msd/mac/control-measures-scoresheet.htm for more information
	Lift	Carry	Team	Lift	Carry	Team	
Load weight/frequency							
Hand distance from the lower back							
Vertical lift zones		N/A			N/A		
Torso twisting and sideways bending OR Asymmetrical torso or load (carrying)							
Postural constraints							
Grip on the load							
Floor surface							
Carry distance	N/A			N/A			
Obstacles on route	N/A			N/A			
Communication, co-ordination and control	N/A	N/A		N/A	N/A		
Environmental factors							
	Total score:						